



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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March 23, 2006

In Reply Refer To:  
9210 (CA943)P

Instruction Memorandum No. **CA-2006-024**

Expires: 09/30/07

To: District Manager, CDD and All Field Office Managers  
(*Attention - District/Regional and Field Office FMOs*)

From: State Director

Subject: 2006 Annual California Fire Preparedness Review **DD: 04/28/06**

As the 2006 Fire Season approaches, it is once again time to plan for the annual Fire Preparedness Review. A comprehensive fire program preparedness review is essential in assessing the operational preparedness of your District/Field Office's fire suppression forces for the upcoming fire season. Completion of this annual review also fulfills the Director's requirement that is identified in the *Interagency Standards for Fire and Fire Aviation Operations*. The policy states that, at a minimum, fire preparedness reviews will be conducted at the unit level annually, a state review at least every two years, and a national review every four years.

In an effort to reduce the high costs associated with travel, the 2006 Fire Preparedness Reviews will be conducted in part by the California State Office (CSO) and in part under the direction of the Regional Fire Management Officers (FMOs). For 2006, the State Office will review the California Desert District (CDD) and the Bishop Interagency fire programs. The CSO Fire Staff will utilize a small team of three to four personnel, composed of State, District/Regional and Field Office employees in the CDD and Bishop program reviews.

Northern and Central California Regions will be responsible for their internal reviews. These regions responsible for organizing internal review teams will need to provide a complete documentation packet and written report back to the CSO. The format and software will be set by the Interagency Fire Preparedness Review. To facilitate the effectiveness of this review process, participation in each field office by the District/Field Office Manager (or designee) and the District/Regional/Field Office FMO is required. Northern and Central California Regional FMOs must notify Paul Bannister, CSO Branch of Fire and Aviation Management of confirmed internal review dates by **April 28, 2006**.

I expect your cooperation in ensuring that these critical fire preparedness review requirements are met by you and your staff. Your support and participation in your unit's fire preparedness review will serve to further our mutual goal of maintaining a safe and effective fire management program.

The 2006 Fire Preparedness Review will focus on the following fire program areas:

- |   |                       |
|---|-----------------------|
| * Fire Staffing Levels and Standards            | * Firefighter Safety  |
| * Individual Firefighter Evaluations            | * Fire Training       |
| * Preparedness                                  | * Fire Equipment      |
| * Physical Training/Fitness                     | * Fire Facilities     |
| * Firefighter Skill/Knowledge Evaluations       | * Fire Drills         |
| * Firefighter Annual Currency Training          | * Fire Qualifications |
| * Fire Crew Personnel Composition and Diversity | * IQCS Completion     |
| * Fire Program Management                       |                       |

A records/document package needs to be developed at each station for each module, to include the following items:

- Record of last Pack Test
- Blood-borne Pathogen Immunizations
- Ethics and Conduct
- Currency Training
- Current Staffing Plan
- Individual Training Records
- Physical Fitness Program
- SCBA Documentation, Training and Certification of users. **(100% compliance is required)**

This package of information needs to be readily available for the review teams. Complete and accurate physical fitness records must be present at the stations as well. These will be reviewed for completeness, accuracy and currency.

California FMOs have already been contacted concerning their responsibilities and involvement in the 2006 Fire Preparedness Review. The proposed CSO specific preparedness review dates are identified in an attachment to this memorandum. The objective is to have this review completed by California Field Offices no later than **June 30, 2006**.

In addition to this scheduled fire preparedness review, the CSO Branch of Fire and Aviation Management will be conducting technical reviews of California BLM helicopter operations and Hot Shot crews.

If you require any further information concerning the 2006 Fire Preparedness Review, please contact Paul Bannister, California State Office, Branch of Fire and Aviation Management, at (916) 978-4437.

Signed by:  
James Wesley Abbott  
Associate State Director

Authenticated by:  
Richard A. Erickson  
Records Management

1 - Attachment: 2006 Preparedness Review Schedule (1 pp)

## **2006 California Preparedness Review Schedule**

### **California Desert District: May 21 thru May 27 , 2006.**

May 21 - Travel Day  
May 22 - Salt Wells Fire Station/Mitigation-Education/Ridgecrest  
May 23 - Hole-in-the-Wall Interagency Fire Station  
May 24 - Apple Valley Fire Station  
May 25 - Black Rock Interagency Fire Station/ Mitigation-Education/Palm Springs  
May 26 - FICC / Close Out with District Manager  
May 27 - Travel

### **Bishop Interagency Fire Program: June 12 thru June 15, 2005.**

June 12 – Topaz/Mono Fire Station's  
June 13-14 Field Drills with BLM & USFS  
June 15 – OVICC / Close out with Line Officers  
June 16 - Travel

### **Hotshot Crew Preparedness Reviews - 2006: Paul Bannister**

TBA - Diamond Mountain Hotshot Crew, Eagle Lake F.O.  
TBA - Kern Valley Hotshot Crew, Bakersfield F.O.

### **Aviation Preparedness Reviews - 2006: Chris Parkan**

May 24 - Apple Valley Helitack Crew, Apple Valley F.S.  
June 16 - Ravendale Helitack Crew